

TCDD EXECUTIVE DIRECTOR SUCCESSION PROCEDURE

Overview

- Council or Executive Committee
 - ✓ Review and update Executive Director position description (including realigning of responsibilities as appropriate)
 - ✓ Determine outreach strategy to recruit qualified applicants
- Executive Committee may appoint Acting or Interim Executive Director as appropriate
- Outgoing Executive Director's role during transition developed in consultation with Chair and/or Transition Committee.

Implementation of Transition Plan

1. Executive Transition Committee
 - A. Chair recommends members of Executive Transition Committee to Executive Committee (within 15 days of announcement).
 - B. Executive Committee approves members of Transition Committee and appoints Chair.
 - C. Transition Committee includes two Executive Committee members and three Council members.
 - D. Other Council members, staff and a TEA rep may be recruited to advise and assist.
2. **Executive Transition Committee** responsibilities:
 - A. Plan and oversee transition process
 - B. Determine need for external search or transition consultant(s)
 - C. Recommend revisions to Position Description to Executive committee.
 - D. Oversee recruitment process
 - E. Coordinate or conduct interview and selection process
 - F. Bring recommended candidate to Council for ratification
 - G. Provide support to Acting or Interim Executive Director (if needed)
 - H. Determine role of senior staff in transition planning process and selection process.
3. **Interview Panel** may be the Executive Transition Committee or a subset of members.
 - A. Interview Panel includes at a minimum the Council Chair as hiring manager and at least two other Council members or staff.
 - B. Interview Panel responsibilities
 - i. Develop job posting
 - ii. Determine length of posting
 - iii. Develop interview questions, screening matrix, job simulation, etc.
 - iv. Coordinate with TEA for orientation for selection team as appropriate.
 - v. Recommend finalist to Council
4. Council Chair may authorize an organizational assessment and schedule Council Board retreat to review and refresh long-range plan and strategic direction.

Options to Streamline Process

- ✓ Review and update Position Description
- ✓ Draft outreach and recruitment plan with recommended outreach audiences, proposed length of time, etc.)
- ✓ Draft Interview Questions, screening matrix, and any "in-basket" exercise
- ✓ Draft Job Posting / Announcement
- ✓ Consider establishing "Transition Committee" to manage above items